

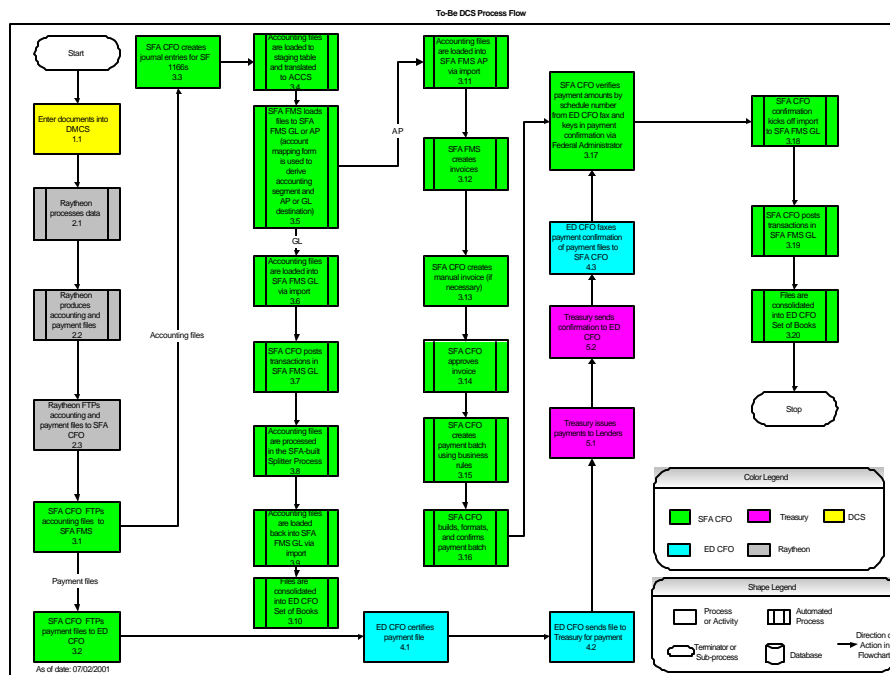
Debt Collection Services (DCS)/Federal Family Education Loan (FFEL) Lender Job Aid

Scope

This DCS/FFEL Lender Job Aid covers specific procedures for the functional processes, Calendar of Events, and the links to the appropriate procedures.

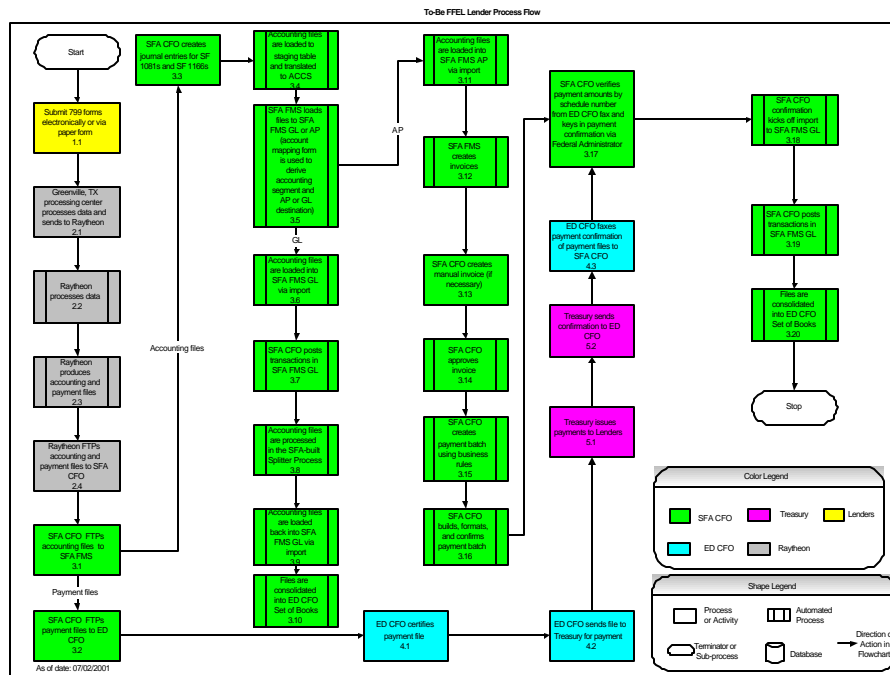
DCS High Level Flowchart

The following DCS Flowchart depicts the flow of the DCS process:



Federal Family Education Loan (FFEL) Lender High Level Flowchart

The following FFEL Lender Flowchart depicts the flow of the FEEL Lender process:



Program Reports

The following table lists the Programs and Reports that SFA CFO uses to monitor the DCS/FFEL Lender FMS processes. This table does not include the account mapping form. This may need to be added if SFA CFO will be performing the maintenance and update tasks.

Report Name	Description	Prerequisites	Time
SFA FFEL Lender and Debt Collection Program	The SFA FFEL Lender and Debt Collection Program tells you about the processed Raytheon file and what happened (successes and errors). Use this to detail the specific error that occurred when processing the Raytheon file.	FTP the Raytheon file to the FMS server.	Monday and Thursday mornings
Payables Open Interface	The Payables Open Interface shows invoices created for AP. The last six digits of the invoice number make up the schedule number, which the user will use for treasury confirmation in Federal Administrator. Use this log to understand what is being confirmed in AP.	The Raytheon file has entered and processed in FMS.	As needed
Journal Import	The Journal Import shows transactions created for GL. The Journal Import shows that the file had transactions to GL. Use this to get the batch name that allows you to easily find the journal in GL.	The Raytheon file has entered and processed in FMS and the transfer to GL has occurred.	As needed
Consolidation Reports – Summary and Detail	The Consolidation Reports – Summary and Detail - show the file processed from account mapping. This gives an idea of how things were allocated among items. Use this report to	The Raytheon file has entered and processed in FMS.	As needed

Report Name	Description	Prerequisites	Time
	find the record(s), which encountered a problem. It lists the associated Can code, Obj code, Transaction code, the item ID, and the account mapping. This provides the Can code combination which generates the suspense account. It also shows the transaction amount the user must post into the correct account in GL.		

DCS/FFEL Lender User Processes and Responsibilities Table

KEY: * - Procedures exist from Phase II X - Cross Program A - Automated M - Manual				
			Accounts Payable	Responsibility
1		M	System Access/Sign-on	N/A
2		A	Load Raytheon accounting file onto FMS	SFA FFEL LE DCS CFO Manager
3	X	A	Approving an invoice	SFA DCS CFO Payables SuperUser
4	X	A	Create payment batch	SFA DCS CFO Payments Manager
5	X	A	Build payment batch	SFA DCS CFO Payments Manager
6	X	A	Format payment batch	SFA DCS CFO Payments Manager
7	X	A	Confirm payment batch	SFA DCS CFO Payments Manager
8		M	Treasury confirmation	SFA DCS CFO Federal Administrator
9		A	Accounts payable journal transactions posted to GL	SFA DCS CFO Payments Manager
10		A	AP transfer to GL	SFA DCS CFO Payables Inquiry
			General Ledger	Responsibility
11	X	A	Create journals	SFA CFO DCS General Ledger User
12	X	A	Post journals	SFA CFO DCS General Ledger SuperUser
13	X	M	Correct/Update transaction journals	SFA CFO DCS General Ledger User
14	X	M	View and print trial balance	SFA CFO DCS General Ledger User
15	X	M	Inquiries (Query)	SFA CFO DCS General Ledger User
			Account Mapping	Responsibility
16		M	Set up segment information (ACCS)	“ SFA Account Mapping/CAN Code
17		M	Set up transaction codes	“ SFA Account Mapping/CAN Code
18		M	Update/Correct/Modify	“ SFA Account Mapping/CAN Code
			Crosswalk Staging Table	Responsibility
19		M	FTP Raytheon payment file to ED CFO	N/A
20		M	FTP Raytheon accounting file to SFA FMS	N/A
21		A	Monitor import table from Raytheon - Load Raytheon file to table & monitor	SFA FFEL LE DCS CFO Manager
22		M	Table updates	“ SFA Account Mapping/CAN Code

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23		M	File error handling	.. SFA Account Mapping/CAN Code
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.. Indicates to call the FMS Help Desk at 1800-433-7327, Option #3.

DCS FFEL Lender Calendar of Events

The DCS/FFEL Lender Calendar of Events displays what and when each event will be accomplished.

DCS/FFEL Lender Calendar of Events				
Event	Daily analysis of GL	Raytheon FTP's file to SFA	CFO will go through a close kicking off the splitter allocation and consolidation with ED CFO (automated)	End of FY. Close everything
Time Of Event	Daily	Monday & Wednesday	Monthly	Annually

Definitions Table

The following are common accounting definition terms:

Accounting Term	Accounting Definition
Account Code Classification Structure (ACCS)	The accounting segments and values assigned to transactions within the Oracle Federal Financials system (SFA Chart of Account).
Accounting Event	The detailed financial transactions (debts and credits) that occur as a result of business events.
Accounts Payable (AP)	The Oracle Financials Account Payable module. This is where invoices and payment batches are created.
Application Program Interface (API)	API is used to import data into Oracle Financials from another software package.
Common Account Number (CAN)	This is a component of the account code structure and identifies DCS/FFEL Lender transactions within Raytheon interface files.
File Transfer Protocol (FTP)	A method of transferring data file/s from one server to another.
Debt Management Collection System (DMCS)	A thirty-year-old mainframe system written in COBOL. Financial transactions are generated from the DCS sub ledger that is maintained in an IDMS database structure. This system is maintained and operated by Raytheon.
General Ledger (GL)	Oracle Financials General module.
Transaction Code	Identifies the types of accounting events that occur within the Raytheon interface files. Transaction in Oracle identifies the debts and credits that will be applied to the transaction when a particular transaction code is used.

Activity Preface

[Create Journals \[PROA0002\]](#)

[Create Payment Batch \[PROA0003\]](#)

[Format Payment Batch \[PROA0005\]](#)

[Confirm Payment Batch \[PROA0006\]](#)

[Accounts Payable Journal Transactions Posted to GL \[PROA0011\]](#)

[Approving an Invoice \[PROA0012\]](#)

[Treasury Confirmation \[PROA0013\]](#)

[View and Print Trial Balance \[PROA0014\]](#)

[AP Transfer to GL \[PROA0015\]](#)

[Loan Raytheon Accounting File onto FMS \[PROC0002\]](#)

[System Asscess/Sign-on \[PROX0003\]](#)

Accounts Payable Events

1. **Produce Accounting and Payment Files.**
2. **Load Raytheon accounting file onto FMS.** Click the “Load Raytheon Accounting File onto FMS” Link in the Activity Preface section.
3. **Approve an Invoice.** Click the “Approve an Invoice” Link in the Activity Preface section.
4. **Create payment batch.** Click the “Create Payment Batch” Link in the Activity Preface section.
5. **Build Payment Batch.** Click the “Build Payment Batch” Link in the Activity Preface section.

6. **Format Payment Batch.** Click the “Format Payment Batch” Link in the Activity Preface section.
7. **Confirm Payment Batch.** Click the “Confirm Payment Batch” Link in the Activity Preface section.
8. **Treasury Confirmation.** Click the “Treasury Confirmation” Link in the Activity Preface section.
9. **Accounts Payable Journal Transaction Posted to GL.** Click the “Accounts Payable Journal Transaction Posted to GL” Link in the Activity Preface section.
10. **AP Transfer to GL.** Click the “AP Transfer to GL” Link in the Activity Preface section.

General Ledger (GL)

11. **Create Journals.** Click the “Create Journals” Link in the Activity Preface section.
12. **Post Journals.** Click the “Post Transaction Journals” in the Activity Preface section.
13. **Correct/Update Transaction Journals.** Click the “Correct/Update Transaction Journal” Link in the Activity Preface section.
14. **View and Print Trial Balance.** Click the “View and Print Trial Balance” Link in the Activity Preface section.
15. **Inquiries (Query).** Click the “Inquiries” Link in the Activity Preface section.

End of activity.

